

Annual Data Collection Tip Sheet

Enrollment Count During Testing Cycle

Telephone number: (406) 444-0375 (Andy Boehm) or (406) 444-6712 (Linda Atwood)

Important Dates:

- The Official Count Day is **the last day the CRT was administered to a student at your school.**
- Data entry must be complete and submitted to the County Superintendent by **April 13, 2006.**
- The County Superintendent must submit to OPI by **April 20, 2006.**

Check **Tip of the Day** on the first screen after IRIS login for current information on status of ADC.

Electronic Sources of Help:

The OPI Web page <http://www.opi.mt.gov/>

- ❖ Choose Annual Data Collection from the Take me to... dropdown list.
 - PDF of all manuals and forms – print out to use as worksheets
 - ADC Instructions for Testing Cycle Enrollment
 - The paper version of Testing Cycle Enrollment Form
 - Glossary of Terms Updated for the Testing Cycle
 - Fall Enrollment Instructions
 - Links to other Help sites
- ❖ Click on **Get Answers** tab for a list of FAQ – users may ask their own question from here, and the OPI will respond within 24 hours.
- ❖ Click on the **IRIS** tab: In addition to login, there is a link to Instructions

User Names and Passwords were mailed to responsible officials June, 2005. For replacements, call the Help Desk at 444-3448. We cannot give those out over the telephone, e-mail or fax. They must be mailed to the responsible official.

The last two characters of the Citrix password have changed from “SO” (for September, October) or “JF” (for January, February) to “MA” (for March, April). Example: Username: LE1399 Password: qZQ2p9MA (fall was qZQ2p9SO).